

WRJ Mission Statement

Women of Reform Judaism (WRJ) strengthens the voice of women worldwide and empowers them to create caring communities, nurture congregations, cultivate personal and spiritual growth, and advocate for and promote progressive Jewish values.

Affiliate Development Chair

Department: Department of Development and Special Projects

Supervisory Contact: District Vice President of Development and Special Projects

WRJ Resources:

- WRJ 1st Vice President
- WRJ Professional, Department of Programs and Affiliate Services
- WRJ Executive Director

Objectives: Encouragement of non-affiliated sisterhoods to join Women of Reform Judaism and participate in the activities of WRJ Central District

Expectations:

- Attend all district events
- Report to district vice president prior to all district Executive Committee and board meetings
- Communicate with District Vice President on a regular basis
- Be active in your local sisterhood

Responsibilities:

- Become familiar with the WRJ Central District Bylaws and Policies noting the responsibilities that specifically relate to your position.
- Work in concert with WRJ, contact non-affiliated local sisterhoods by letter, phone, or visit advising them of the opportunities available through WRJ
- Contact appropriate URJ Regional offices for guidance and suggestions
- Keep WRJ and district leaders informed of progress with the non-affiliated sisterhoods
- Maintain a notebook with correspondence, results of contacts, mailings, and minutes
- Maintain a file of contacts and progress
- Share information with prospective affiliates regarding Awards Program; encourage new affiliates to participate
- Submit articles to the district bulletin regarding new affiliates
- Assist in developing district area days and conferences as requested
- Respond to local sisterhood requesting information regarding affiliation
- Submit bills, including telephone, duplicating and/or mailing expenses incurred for District business to the District President
- Submit a written report to the Vice President of Development and Special Projects twice a year – for Fall and Spring Executive Committee Meetings – and at the end of term. A copy of each report is placed in the Affiliate Development notebook
- Maintain contact with district vice presidents
- Pass on all records as directed at the end of term
- Create a committee to work with and court potential new affiliates

Job Description-Affiliate Development Chair
6/2016

Qualifications:

- Knowledge of and abide by WRJ's mission statement
- Knowledge of WRJ Central District congregations and URJ regional affiliations
- Understand Women of Reform Judaism guidelines for affiliation
- Leadership experience through workshops, training and management
- Networking and communication skills
- Self-starter